

Personnel Issues & You

UPPS Newsletter 2006-3

July 1, 2006

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Message From the Director:

I hope everyone is having a wonderful summer.

For Your Information: My assistant, Stephanie Carpenter, will soon be celebrating the birth of her second child. During her absence, Myrissa Patton, will be assisting me with administrative duties. If you receive emails/notices from her, please do not disregard them as coming from an unknown sender.

If you have any questions, please do not hesitate to contact me at 502/564-6464 or at MaryE.Harrod@ky.gov. You are also welcome to contact any of my branch managers with area specific questions at:

Processing & Records Branch: Carolyn Bruce- 502/564-6873x4126

Payroll Branch: Carol Kelien- 502/564-6883x4120

Classification & Compensation: Jim Lambert- 502/573-0318

Thank you!



**Commissioner
Carla Hawkins
Department for Personnel
Administration**

**Secretary
Brian Crall
Personnel Cabinet**

**Director
Mary Elizabeth Harrod
Division of Employee
Management**

Processing & Records

NEW EMPLOYEE:

We would like to take the opportunity to announce the newest member of the Processing & Records Branch family: Pam Brookman. Pam will be transferring to us from CHFS on July 16th. She is replacing Sissy Burnham who previously processed personnel actions for Health & Family Services. However, until further notice please continue to direct your inquiries (CHFS) to Carolyn Bruce 564-6873x4126 or Paula Round at 564-6873x4128. Thank you.

Upcoming Training:

Reminder: We will be holding the training event entitled Introduction to Processing Personnel Actions on Tuesday July 25, 2006 from 8:30a.m.- 12:00p.m. in the Personnel Cabinets' Training Room located at 801 Teton Trail, Frankfort.

This training will be required for all Personnel Administrators and/or other staff who have been responsible for processing personnel actions since January 1, 2006 and for those who did not have the chance to attend any of the previous training sessions held January 31, February 1 or March 10 . The objective is to present you with the basic information needed in processing your personnel actions in a more efficient and effective manner. You will gain the knowledge of how the process should work not only on your end but ours as well.

Please contact Stephanie Carpenter with any questions and to register yourself and/or other staff members in need of this training, no later than **Friday, July 14, 2006**. You may contact her at 502/564-6464 or by email at StephanieL.Carpenter@ky.gov.

Thank you for your time and I look forward to seeing you there.

Update:

Form update:

Please note that we have updated the following form: "**Voluntary Transfer / Demotion / Salary Retention Agreement Form**". This form can be found in our forms library on our cabinet website at <http://personnel.ky.gov/NR/rdonlyres/AEB79AD2-020E-46E0-AAB7-9E510554C66C/0/VOLAGREEFORM20updated070706.doc> .

VOLUNTARY TRANSFER / DEMOTION / SALARY RETENTION AGREEMENT FORM

Pursuant to 101 KAR 2:034, Section 3 (2)(a) 1,2, (b), if an employee is demoted, the appointing authority shall determine the salary in one (1) of the following ways: (1) The employee's salary shall be reduced by five (5) percent for each grade the employee is reduced; or (2) **The employee shall retain the salary received prior to the demotion. If the employee's salary is not reduced upon demotion, the appointing authority shall explain the reason in writing and place the explanation in the employee's personnel file.**

(b) The employee whose salary is not reduced by five (5) percent per grade upon demotion shall not be eligible for a salary increase upon promotion, reclassification, detail to special duty or reallocation until he has moved to a job class with a higher pay grade than that from which he was demoted. If a promotion, reclassification, detail to special duty or reallocation occurs, it shall be deemed as having been made from the grade from which the employee has been demoted.

My signature below indicates that I understand the personnel regulation with regard to demotion and that I have read the terms as set forth in 101 KAR 2:034 and as described in this document. I understand that if I retain the salary received prior to demotion, I forfeit claims to a salary adjustment as the result of promotions, reclassifications, and detail to special duty assignments and reallocations until such time that promotions, reclassifications, detail to special duty assignments and reallocations exceed the pay grade from which I was demoted. I understand that this action does not affect my annual increment and that I will continue to receive same as approved by the Legislative and/or Executive Branch of Kentucky State Government. I understand and agree that all rights, grievance or appeal are waived and that the statements in this form represent the entire agreement relating to my voluntary transfer or demotion, superceding any oral agreements or other representations that may have been made by any person.

Effective Date of Action _____

State Reason(s) for requested Voluntary Transfer/Demotion _____

Note to agency: Please submit this form along with the personnel action to the Personnel Cabinet, Room 531, 5th Floor, 200 Fair Oaks Lane, Frankfort, KY 40601, prior to the effective date of the action. This document will be retained in the employee personnel file.

Check either the Voluntary Transfer and/or the Demotion box, complete the form, and sign on the designated line:

I, _____ a Merit employee of _____
(Name) (Agency)

do hereby accept **Voluntary Transfer** ☐, and/or **Voluntary Demotion** ☐ as indicated below and waive the right of appeal concerning the transfer/demotion. I will report to my new work station and/or accept a position in a lower classification.

	FROM:	TO:
Position #:		
Class Title:		
Grade & Salary:		
Increment Date:		
Cabinet:		
Department:		
Division:		
Branch/Section:		
Unit:		
Work County		
Work Week Code:		
Overtime Code:		

Signature of Employee indicating acknowledgeable agreement _____ Date _____

Signature of Appointing Authority/Designee indicates approval and agreement _____ Date _____

Attachments: Letter of Justification from Appointing Authority

Payroll

New Tax Rate for City of Bellevue:

Effective 07/01/2006- please adjust from 1.75% to 2.5%. The local tax # is 18-66.

New KRS Rates:

Effective 07/01/2006-

	Old Rate	New Rate
KERS non-hazardous	5.89	7.75
KERS hazardous	18.84	22.00
SPRS	21.58	25.50
CERS non-hazardous	10.98	13.19
CERS hazardous	25.01	28.21

Payroll Schedules for Upcoming Months:

July 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 JUN 16-30 Manual pay & health ins. update	4 JUN 16-30 STATE HOLIDAY INDEPENDENCE DAY	5 JUN 16-30 Manual pay & health ins. update	6 JUN 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	7 JUN 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	8
9	10 JUN 16-30 Update/ health ins.	11 JUN 16-30 Update/ health ins.	12 JUN 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	13 JUN 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	14 JUN 16-30 No Update PAYDAY	15
16	17 JUL 1-15 Manual pay & health ins. update	18 JUL 1-15 Manual pay & health ins. update	19 JUL 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	20 JUL 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	21 JUL 1-15 No Update	22
23	24 JUL 1-15 Update/ health ins.	25 JUL 1-15 Update/ health ins.	26 JUL 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 JUL 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	28 JUL 1-15 No Update PAYDAY	29
30	31 JUL 1-15 No Update					

August 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 JUL 16-31 Manual pay & health ins. update	2 JUL 16-31 Manual pay & health ins. update	3 JUL 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4 JUL 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	5
6	7 JUL 16-31 No Update	8 JUL 16-31 No Update	9 JUL 16-31 Update/ health ins.	10 JUL 16-31 Update/ health ins.	11 JUL 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	12
13	14 JUL 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 JUL 16-31 No Update PAYDAY	16 AUG 1-15 Manual pay & health ins. update	17 AUG 1-15 Manual pay & health ins. update	18 AUG 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19
20	21 AUG 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 AUG 1-15 No Update	23 AUG 1-15 No Update	24 AUG 1-15 Update/ health ins.	25 AUG 1-15 Update/ health ins.	26
27	28 AUG 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 AUG 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 AUG 1-15 No Update PAYDAY	31 AUG 1-15 No Update		

September 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 AUG 16-31 Manual pay & health ins. update	2
3	4 AUG 16-31 STATE HOLIDAY LABOR DAY	5 AUG 16-31 Manual pay & health ins. update	6 AUG 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	7 AUG 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	8 AUG 16-31 No Update	9
10	11 AUG 16-31 Update/ health ins.	12 AUG 16-31 Update/ health ins.	13 AUG 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	14 AUG 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 AUG 16-31 No Update PAYDAY	16
17	18 SEP 1-15 Manual pay & health ins. update	19 SEP 1-15 Manual pay & health ins. update	20 SEP 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 SEP 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 SEP 1-15 No Update	23
24	25 SEP 1-15 Update/ health ins.	26 SEP 1-15 Update/ health ins.	27 SEP 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	28 SEP 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	29 SEP 1-15 No Update PAYDAY END OF QUARTER	30

Class & Comp

Reorganization form update:

Please note that we have updated the first page of the following form: **"7.8 Checklist of Changes Relating to REORGANIZATION"** effecting both the Executive and Administrative Orders. This form can be found in our Procedures Manual for Processing Personnel and Position Actions, Chapter 7 Section 8 or on our cabinet website at <http://personnel.ky.gov/NR/rdonlyres/7FD74C10-E583-4D92-A554-176F6F772429/0/pers7s8.pdf> . Below is the first page, showing the changes highlighted in yellow.

Revised: 07/06/06

EXEC ORDER # _____
ADM ORDER # _____
Date: _____

7.8 Checklist of Changes Relating to REORGANIZATION Governor's Office for Policy and Management

Agencies who wish to process an executive or administrative order must complete this form and send it and the documentation described herein to the State Budget Director, Governor's Office for Policy and Management, Room 284, Capitol Annex, Frankfort, KY 40601. The information will be processed through GOPM and the various central agencies for their reviews as described below. Please be sure your answers on this form agree completely with the effects of the actual order.

Reorganizations that involve division levels and above require an executive order and reorganizations that involve just branches and below may be accomplished through an administrative order, unless specific statutes are being affected, in which case an executive order would be required. Reorganizations that involve all levels (units above and below division level) may be put totally in an executive order. Or, portions of the reorganization that deal with branch and lower levels not statutorily addressed may be separated into an administrative order. A split into separate orders is sometimes best.

Once all these review processes are completed, the new organizational structure will be entered into the master data base that serves the statewide computerized payroll, personnel, and accounting systems. Below are summary review requirements.

Summary of Who Reviews Executive Orders & Administrative Orders:	Exec. Order: Division or above	Admin. Order: Branch or below, usually	Who to Call for Information
Reviews ¹ are required by: Cabinet Head of agency Secretary of the Cabinet GOPM Finance Accounts Personnel Cabinet - Secretary Personnel Cabinet --Employee Management Personnel Cabinet --Classification Social Security Administration Interim Joint Legislative Committee (per KRS 12.028)	Y Y Y Y Y Y Y Y ² Y	Y N Y N Y Y Y N N	2611 7300--Policy Advisor 7750--Div. of Accounts 7430--Secretary 6464--Personnel Cabinet 573-0318--Personnel Cabinet 3952--Social Security 8100--Legislative Research Comm
Documents are created as necessary: Personnel Actions Labor distribution numbers Account numbers	Y ³ Y ⁴ Y	Y ³ Y ⁴ Y ⁵	6873--Personnel Cabinet 6464--Personnel Cabinet 7750--Div. of Accounts
File copies as follows: Initiating Agency GOPM Personnel Cabinet Legislative Research Comm. Secretary of State	Y Y Y Y Y	Y Y Y N N	

¹Approvals by the Executive Branch, per se, are not required for agencies headed by constitutional officers (KRS 12.028); as a practical matter, however, central computer/administrative systems require some consideration when contemplating changes of this nature. Consequently, reviews in that regard are necessary.

²Only if a new cabinet or department is created.

³If only a title change, system changes can be made without P-I generation.

⁴Required only if new accounts are established or old ones deleted.

⁵Required only if accounting-type reporting is to be below division level.

PERSONNEL CABINET TELEPHONE LISTING, JULY 2006

OFFICE OF THE SECRETARY, SUITE 516, (4-7430)
Secretary Brian J. Crall Wellness Works Kentucky
 Deputy Sec. Wayne Harman, x 4003 (4-9745 or 1-800-549-8845)
 Sonja Cox, x 4011 Christy Brooks, x 4046
 Scott McKenzie, 4-0198, x 4037 Cindy Dempsey, x 4052
 Vacant x, 4006 Jerry Jones, x 4057
 Jennifer Stone, x 4186

OFFICE OF ADMINISTRATIVE SERVICES
EXEC DIRECTOR'S OFFICE ADMINISTRATIVE SERVICES
 (4-7430) **Walt Gaffield, 4-7409, x 4021**
Burr Lawson, x 4008 Rachel Jackson, 4-7409, x 4025
 Suzette Gash, 4-7409, x 4024 Susan Lynn, 4-7409, x 4022
 Vacant x 4088, 4060 Elinda Manley, 4-7409, x 4023

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
Mark Honeycutt, x 4005 RM 501 (4-0358)
Thomas Stephens, x 4004 Anne Burnham, x 4078
 Sue Britton, x 4020 Julie McPeak, x 4081
 Amanda Reid, x 4010 Heather Hammond, x 4237

OFFICE FOR EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)
Robert Schmidt, x 4087 Scott Gasser, x 4100
Mary Hook, x 4093 Lee Cowherd x 4090
 Kim Kain, x 4086

DIVISION OF EMPLOYEE BENEFITS
DIRECTOR'S OFFICE LIFE INSURANCE
 SUITE 511 (4-3433) ROOM 503 (4-4774) 800-267-8352
Bill Patrick, x 4104 Sharon Spencer, x 4111
 Gaye Adcock, x 4105
WORKERS COMPENSATION Michele Ellis, x 4106
 SUITE 511 (4-6847) 888-860-0302 Melinda Giles, x 4184
Debbie Mitchell, x 4099 Joe Hughes, x 4107
 Jeffrey Hockensmith, x 4097 Jeri Payton, x 4109
 Matthew Hutcherson, x 4095 Kim Quinn, x 4110
 Valerie McGrath, x 4098 Scan Room, x 4108
 Paula Spicer, x 4103
 Melissa Tillman, x 4096

RETURN TO WORK
 (4-0348)
Donna Shelton, x 4101
 Vickie Smitha, x 4102

DIVISION OF EMPLOYEE SERVICES & RECOGNITION
DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463
 Darlene Stewart, x 4094
EMP ASSISTANCE WORKPLACE RELATIONS
 BUSH BLDG (4-5788) Linda House Patrick, x 4092
 800-445-5327 Tina Goodmann, x 4188
Mary Jane Cowherd, x 222
 Barbara D. Henderson, x 225
 Trina Jennings, x 223
 Roni Beth Mulcahy, x 224
 Rebecca Waddle, x 221

OFFICE FOR EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
 @ Kentucky State University, 400 East Main Street
 Academic Services Bldg - 4 W, Frankfort, KY 40601
 Main Number: 502/564-8170 or 564-7455

EXEC DIR'S OFFICE ADMINISTRATIVE,
 CONSULTING & LEARNING
 SERVICES
Penny Armstrong, x 240
Esteva Caise Dragg, x 224
 David Finley, x 256
 Kambe Lattimore, x 257
 Brittany McNear, x 221
 Jamille Smith, x 238
PERFORMANCE MGMT
 (564-3090)
Johnny Keene, x 225
 Regina Edington, x 259
 Regina Gravitt, x 260
 Jeanne Olivas, x 243
 Bob Berry, x 236
 Kimberly Bynes, x 245
 Wendy Campbell, x 235
 Katy Cave, x 253
 Stan Riley, x 237
 Jon Samokar, x 254
 Donna Simpson, x 223
 Vacant x 227, 233, 234, 239, 241,
 242, 247

OFFICE OF COMMUNICATIONS
EXEC DIRECTOR'S OFFICE (4-7430)
Lori Aragon-Takahashi, x 4007 Amber Owens, x 4009

OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES
EXEC DIRECTOR'S OFFICE (573-0321)
Mary Stoddard, x 234 Colene Elridge, x 236
Neeka Parks Thompson, x 240 Margaret Fuqua, x 235
Robert Dunson, x 221 Bruce Trent, x 230
DIVISION OF WORKFORCE ANALYTICS DIVISION OF DIVERSITY RELATIONS
 Jose Ceballos, x 229

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
 105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667
 persdeferredcomp@ky.gov
EXEC DIR'S OFFICE INVESTMENT & RECORDS
Robert C. Brown Neal Lanham **Sandi Whitaker** Barbara Hedrick
 Pat Goodlett Claudia Morton **Kimberly Ball** Amy Mosby
 Chris Helvey Connie Smith **Leanne Barger** Jody Overturf
 Amanda Hansel Susan Pardi
PAYOUT COUNSELING PARTICIPANT SERVICES
Eric Simpson Julia Holbrook **Jean Henning** Carol Smith
 Dick Ernst April Smyth **Floyd Boler** Kathy Stroop
 Julie Gordon Kristey Warfield **Nida Clary** Donna Towles

DEPARTMENT FOR PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)
Carla Hawkins, x 4114 Michele Casebier, x 4113
Barbara Barnes, 4-6873, x 4228

SYSTEMS MANAGEMENT
 (ROOM 529, 4-0198)
Brad Atkinson, x 4027 James Ross, x 4036
Jeanne Campbell, x 4028 Susan Stinnett, x 4033
Diane Collins, x 4029 Jeff Swinford, x 4034
George Gamble, x 4030 Beverly Wilhoite, x 4035
Travis Humphries, x 4031 Computer Room, x, 4032 4040, 4041,
 Vacant x 4037, 4189 4042, 4043, 4181

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, ROOM 533 (4-6464 OR 4-6484)
Mary Elizabeth Harrod, x 4115 Stephanie Carpenter, x 4116

PROCESSING & RECORDS CLASS & COMP
 ROOM 531 (4-6873) 801 TETON TR (573-0318)

Carolyn Bruce, x 4126 **Jim Lambert, x 222**
Lisa Case, x 4133 Peggy Brady, x 223
Sandra Darneal, x 4129 Carla Gray, x 225
Dena McGuire, x 4131 Phyllis Harris, x 227
Myrissa Patton, x 4127 Vickie Hatchel, x 224
Mike Rice, x 4130 Debbie Parido, x 232
Paula Round, x 4128 Terry Sullivan, x 237
 Mark Thompson, x 226
 Vacant x 228, 229, 233, 241

PAYROLL, ROOM 535
 (4-6883)
Carol Kelien, x 4120
Karen Blackburn, x 4122
Gail Cooper, x 4125
Shannan Goodrich, x 4118
Greg McGaughey, x 4185
Yvonne Mahoney, x 4121
 Vacant x 4119, 4124

DIVISION OF STAFFING SERVICES
DIRECTOR'S OFFICE, SUITE 517 (4-6920)

Georgianne Reynolds, x 4180 Dorothy Burton (Staffing Services
 Receptionist), x 4013
Rebecca Billings, x 4135 Vacant x 4136

APPLICANT PROCESSING EMPLOYMENT COUNSELING
 (4-8030) (4-8030)
Denise Jones, x 4139 **Karen Neeley, x 4153**
Denise Driver, x 4138 Shona Alderson, x 4145
Joseph Maciag, x 4143 Claude Anderson, x 4158
Sharon Savage, x 4137 Scotty Barker, x 4146
Amanda Sewell, x 4142 Linda Brown, x 4150
Becky Schell, x 4141 Rick Davis, x 4148
Robin Smith, x 4140 Carolyn Gray, x 4147
Flo Warner, x 4157 Galen Linville, x 4154
Theresa Wood, x 4182 Marilyn Marshall, x 4151
 Vacant, x 4144 James Mason, x 4152
 Rose Nipp, x 4155
 Cinda Wellman, x 4149
 Tracy Young, x 4156

STAFFING ANALYSIS (4-6702) REGISTER, (4-6922)
Marina Alford, x 4169 **Kay Wallace, x 4167**
Kim Arington, x 4173 Roberta Brownlee, x 4160
Katharine Barber, x 4170 Cheri Chambers, x 4165
Stuart Clark, x 4171 Sharen Fogle, x 4163
Roger Riddell, x 4175 Kay Goodwin, x 4164
Kevin Shipp, x 4174 Sharon Smither, x 4166
Peggy Smith, x 4176 Lucy Wheeler, x 4168
 Vacant x 4177, 4178, 4179, 4221 Vacant, x 4162, 4159

DIVISION OF HUMAN RESOURCE PROJECTS
 150 FAIR OAKS LANE (4-4690)

DIRECTOR'S OFFICE HRIS PROJECT
Brenda Brown, x 4172 **Kathy Doyle, x 4201**
Randy Denney, x 4117 Tonya Brown, x 4208
Johnice Wakefield, x 4205 Marcus Deaton, x 4203
 Latonia Dooley, x 4200
SPECIAL PROJECTS Dera Lindsay, x 4218
Kimberly Roush, x 4212 Beth Rangel, x 4216
Kimberly Hatter, x 4194 Melinda Sanford, x 4215
Lisa Jeffrey, x 4123 David White, x 4217
Robbie Perkins, x 4210
Neil Popplewell, x 4214
 Ann Baker, x 4199
 Nathan Frey, x 4198
 Richard Gee, x 4132
 Randy Meek, x 4196
 Glen Tuggle, x 4197

DEPARTMENT FOR EMPLOYEE INSURANCE
COMMISSIONER'S OFFICE, ROOM 501 (4-0358)
Christine Wilcoxson, x 4047 Sharley Hughes, x 4049
Eric Poston, x 4048 Sandy Martin, x 4063
Keyana Best, x 4051

DIVISION OF INSURANCE ADMINISTRATION
DIRECTOR'S OFFICE, ROOM 503 (4-0358)
Reina Diaz-Dempsey, x 4074

MEMBER SERVICES ENROLLMENT INFORMATION
 ROOM 502 (4-6534) ROOM 503 (4-1205)
 888-581-8834
Donna Cordier, x 4075 **Nancy Knight, x 4076**
Christie Burkhead, x 4236 Peggy Cook, x 4072
Sharon Gilbert, x 4234 Sherry Davis, x 4235
Merla Graves, x 4050 Julia Hughes, x 4077
Mae Green, x 4061 Lynn Jones, x 4083
Clara Serafini, x 4233 Mamatha Kotba, x 4183
Sandra Shelton, x 4044 Philip Luckett, Sr., x 4080
Hannah Stanfield, x 4059 Teresa Shipley, x 4084
 Vacant x, 4073 Jeffrey Wiley, x 4067
 Christina Winans, x 4085
 Scan Room, x 4079

DIVISION OF FINANCIAL & DATA SERVICES
 DATA ANALYSIS FINANCIAL MANAGEMENT
 (4-7101) (4-9097)
Chandra Venettozzi, x 4070 **Cindy Thomas, x 4002**
Paula Chisholm, x 4190 Lori Elder, x 4065
Darlene Marshall, x 4069 Debbie Fraley, x 4231
Cindy Stivers, x 4053 Sabrena Hockensmith, x 4230
 Lisa Howard, x 4066
 Lisa Momenpour, x 4055
 Donna Norton, x 4232
 Shellie Ott, x 4062
 Alexa Perry, x 4187
 Brenda Roark, x 4071
 Jonathan Smith, x 4054
 Beth Sullivan, x 4056
 Irma Turner, x 4068
 Brenda Wilson, x 4058

PERSONNEL CABINET TELEPHONE LISTING, JULY 2006

Class & Comp (Teton Trail)	FAX 573-0324
Deferred Comp	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5278
Employee Management (Rm 535)	FAX 564-5826
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU)	FAX 564-2732 or 564- 8056
Financial Management	FAX 564-0715
Health Insurance (Room 503).....	FAX 564-1085
HR Projects	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (Room 503)	FAX 564-4034
Member Services Branch (Suite 502)	FAX 564-0364
Personnel Administration (Rm 530)	FAX 564-9249
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (Rm 516)	FAX 564-7603
Staffing Services (Director's Office).....	FAX 564-3588 or 564-5251
Staffing Services (Register)	FAX 564-5414
Staffing Services (Emp. Counseling).....	FAX 564-0512
Systems Management (Room 529)	FAX 564-2274
Workers Comp (Suite 511)	FAX 564-9119
William Hartley, Security Officer.....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police)	911 or 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221 or 800-222-5555
IDMS.....	564-0198, x 4038
State Operator	564-3130
Personnel Answer Line	564-8339 or 866-725-5463
Quick Copy	564-2670
Small Conference Room 506	Handset x 4014
Large Conference Room 508	Handset x 4016
Conference Room – DEI.....	Handset x 4187, Speaker phone x 2019
Conference Room – Teton Trail	573-0318, x 238
Copier – Teton Trail.....	573-0318, x 244
File Room – Teton Trail.....	573-0318, x 243
Phone Room – Teton Trail.....	573-0318, x 255
Smoke Room – Teton Trail.....	573-0318, x 242
Training Room – Teton Trail	573-0318, x 256
Janitorial Staff – 200 Fair Oaks	564-7409, x 4039